Training Matrix

Who can do what, to what level, and where one absence would leave a machine or test without cover.

AREA OR LINE	OWNER	REVISION	DATE	NEXT REVIEW	APPROVED BY

How to use this template

1. Write the skills, machines and tests across the top: for example SMT line set-up, reflow profile, AOI programming, X-ray, wave solder, ICT, functional test, conformal coating, rework.
2. Write each person's level, 0 to 4, using the key below. Count the people at 3 or 4 in each column.
3. Any column with fewer than two people at 3 or 4 is a gap: one absence leaves that machine or test without cover. Plan training for it in section 2.
4. Review the matrix every quarter, and when someone joins or leaves.

0 **Not trained**	1 **In training**, always with a trainer	2 **With support**, someone checks	3 **Competent**, works alone, signed off	4 **Can train others** and sign them off

1 Training matrix

One row per person, one column per skill, machine or test

NAME	ROLE OR SHIFT	1	2	3	4	5	6	7	8	9	10
SKILL, MACHINE OR TEST →											
PEOPLE AT 3 OR 4											

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1 Training matrix, continued

Write the same skills across the top

NAME	ROLE OR SHIFT	1	2	3	4	5	6	7	8	9	10
SKILL, MACHINE OR TEST →											
PEOPLE AT 3 OR 4											

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2 Training plan

Close the gaps, starting with the columns that have only one competent person

- One row per person and skill being trained.
- The trainer must be at level 4 for that skill.
- Update the matrix when the person is signed off.

PERSON	SKILL, MACHINE OR TEST	FROM	TO	TRAINER	DUE	SIGNED OFF

Want help setting up training and sign-off?

Grindstone works with your team to set the skills list, the sign-off standard and the training plan, on your site or remotely. Every job has a fixed price, agreed before we start.

enquiries@grindstone.ltd · grindstone.ltd/consultancy

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